

Issued 11/2013

MEMORANDUM

TO: _____
Caddo CW

FROM: _____
Vehicle Officer

RE: Flag on Driver's License

DATE: December 7, 2011

It has come to my attention that you may be in violation of DCFS Policy 1-15 State Vehicles and Driver Program. A recent review of your Driving Record has revealed that your Driver's License has a FLAG attached to it. This flag will not allow you to renew your license until all fines (if applicable) are paid.

A report received on 8/23/2011 from OMV indicates that your license is under suspension until 04/14/12, and that you will be required to pay a \$100.00 reinstatement fee.

You are not allowed to drive any vehicle on State business until you provide written documentation from OMV that this matter has been resolved. Further, you are not eligible for travel expense mileage reimbursement. Your immediate supervisor has been provided a copy of this letter. Please resolve this matter and return written documentation from OMV showing clearance or reinstatement, as soon as possible. Upon receipt, you will be notified that your driving privileges, on state business, have been reinstated.

I have attached information from LA Office of Motor Vehicles which will be helpful to you in clearing up this matter. If you have questions, please contact me at _____.

Copy: Supervisor
Appointing Authority
Executive Counsel
Support Services Unit Manager

